

Subject :- Guest House Rates and Rules

A. Rates of Room Charges :

Type of Accomodation	Category-A	Category-B	Category-C	Category-D	Category-E
Accomodation in a double bedded room on twin sharing basis (per person)	Nil	500/-	500/-	500/-	900/-
Full Room (Double Bedded)	Nil	800/-	800/-	800/-	950/-
Special Category- Faculty/staff staying back due to late hours stay in institute.	200/-				

B. Category of Guests :-

Category	Eligibility	Authority	Payment Mode
Category - A	Guest invited by the Institute for academic, administrative work and for campus interview	Director/Registrar/ Prof. in charge, Training and Placement	By the Institute
Category - B	Guest/individual visiting institute in connection with Scheme/Project/Consultancy/short term courses, seminars/conference etc.	Registrar/Principal Investigators	Respective coordinator/by the guest.
Category - C	Students and Students parents/Guardians	Registrar/Wardens	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
Category - D	Employees and their family members, Employees of sister institutions on official visit.	Faculty/Officers	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
Category - E	Guests not covered under above categories	For individual - In charge, Guest house and for block booking through Registrar.	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.

Students who require accommodation for their parents/guardians is to get their requisition form forwarded through Prof. in-charge, Students Affairs or their respective Hostel Superintendents/Wardens.

The Management of the guest house may, at its discretion, cancel a booking or offer another type of accommodation (e.g. a bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day. **Priority in accommodation will be given to guests of Category A and B.**

C. General norms for the Guest House :

1. The management of the guest house may, at its discretion, cancel a booking or offer another type of accommodation (e.g., bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day.
2. Duration of Stay : Ordinarily a person will be allowed to stay for a period not exceeding five days at a stretch in a month. However, under special circumstances, he/she may be permitted to stay for a maximum period of ten days depending on the purpose and nature of his/her duties. After ten days the charges would be doubled.
3. All Guests are expected to maintain the properties of the guest house and any damage/loss incurred by a Guest will have to be compensated by the concerned Guest.
4. One day minimum charges shall be levied for all bookings unless these are cancelled at least 24 hours before the commencement of the bookings.
5. The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation, normally three days before the actual date of occupancy.
6. Not more than two adult persons will be allowed in each double bed room. If the room is booked in one person's name then number of persons (if any) accompanying him/her must be mentioned .
7. The use of alcoholic drinks in the guest house is strictly prohibited.
8. Provision for food is neither obligatory nor compulsory.

APPLICATION FORM FOR BOOKING OF ACCOMMODATION IN GUEST HOUSE

1. Name(s) of Visitor(s) : _____
(IN BLOCK LETTERS)

2.(a)Full Postal Address : _____

(b) Contact : Mob. : _____; e-mail : _____

3. Expected Arrival : Date _____ Time _____

4. Expected Departure : Date _____ Time _____

5.Category Proposed (Please tick)

A	B	C	D	E
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(Give justification where needed)

6. Purpose of Visit : _____

7. Type of Accommodation : (Please / in the appropriate box)

Room Type	Twin Sharing Basis	Full Room
A.C. Double-bedded Room		
A.C. Single-bedded Room		

8. For categories A & B - Account Name to be billed : _____

For categories C, D & E - Charges will be paid by ☐ Guest ☐ Person making the booking

9. Person making the booking : Full Name (IN BLOCK Letters) _____

Designation _____ Department/School/Section _____

Telephone Number _____ I.D. No. (in case student) _____

If charges are not paid by the guest then the

Undersigned agree to settle the bill(s)

*Recommendation

Signature of the person making the
booking with date

Note : *Requisition for booking of accommodation for official guests for which charges will not be accepted may be routed through the competent authority. Students need accommodation for their parents is required to get their requisition forwarded through Prof. incharge of Students Affairs / Hostel Superintendent / Warden.
The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation of normally three days before actual date of occupancy.

To The In-charge, Institute Guest House

(To be submitted at the Reception Counter
of the Guest House)

For Office <u>use</u> only	
Room No. : _____	Category _____
<input type="checkbox"/> Chargeable	<input type="checkbox"/> Not Chargeable
APPROVED	
(Signature with date)	